



COUNTY OF LOS ANGELES
invites applications for the position of:

COMMUNITY WORKER

SALARY: \$2,469.00 - \$3,590.46 Monthly
\$29,628.00 - \$43,085.52 Annually

OPENING DATE: 04/11/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

Department of Mental Health
Exam Number: b8103U
First Day of Filing: 04/12/2016
Open Competitive Job Opportunity

DEFINITION:

Assists professional staff in providing direct health, mental health, or social services to clients and patients.

CLASSIFICATION STANDARDS:

Positions allocable to this journey-level class work under the supervision of health, mental health, or social services professional staff to assist in the provision of services to clients and patients by performing clerical, caregiver, homemaker, and other sub-professional duties. Incumbents must demonstrate knowledge and understanding of the health, mental health, or social services programs to which the position is assigned and the problems of the community group being served. Community Worker is distinguished from Senior Community Worker in that the latter performs a broader range of responsibilities with increased complexity in areas such as community outreach, program-planning, and the provision of group-based social services.

ESSENTIAL JOB FUNCTIONS:

Facilitates relations between the agency and the community by communicating agency policies and programs to clients, patients, family members, and community residents and conveying community cultural patterns and attitudes to agency professional staff.

Receives service referrals from social workers and eligibility workers to assist welfare recipients in a variety of ways such as obtaining food stamps and housing.

Serves as an advocate for client/patient access to departmental and community resources.

Assists clients, patients, family members, and caregivers in obtaining and completing application forms for benefits and services.

Provides emergency services to clients by making referrals to appropriate supportive agencies and arranging for emergency shelter.

Takes medical, mental health, family, social, and employment histories and assists clients and patients in completing necessary forms.

Informs pregnant teenagers and their families of available medical, mental health, and social services, adoption agencies, and prenatal care providers; educates women in the various methods of birth control.

Facilitates client development of independent living skills by conducting support groups in subjects such as housekeeping, cooking, shopping, household budgeting, use of public transportation, and attendance to personal grooming and hygiene.

Provides services to chronically ill children and their families and refers them to various doctors or clinics.

Screens referrals and places clients in proper groups for counseling.

Coordinates certification of job applicants for Model Neighborhood areas.

Assists in research projects by monitoring the completion of questionnaires, conducting interviews, and collecting basic data.

Assists professional staff in the supervision of juveniles at a detention facility.

Performs clinical duties such as taking patients' temperature and measuring height and weight.

Coordinates and provides periodic tutoring services and/or linkage services for a literacy program for delinquent, foster, and at-risk youth.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Six months of full-time experience working with the public or with community groups performing duties such as interviewing clients or patients concerning health or social service matters, answering questions, and providing information about health, mental health, and social services to clients or patients -OR- Six months of experience at the level of the Los Angeles County class of Mental Health Advocate*. Work performed part-time in the specified capacities will be prorated on a month-for-month basis.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation to carry out job-related essential functions.

PHYSICAL CLASS:

Physical Class II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping, or squatting. Considerable walking may be involved.

SPECIALTY REQUIREMENT INFORMATION:

*Experience at the level of Mental Health Advocate in the County of Los Angeles is defined as providing a variety of peer support, advocacy, and other recovery services to clients transitioning to community living.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT: This examination will consist of an evaluation of training and experience based upon application information weighted 100%. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

ELIGIBILITY INFORMATION: The names of the candidates receiving a passing score on the examination will appear on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility. Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

No person may compete for this examination more than once in a twelve (12) month period.

SELECTIVE CERTIFICATION: In accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification may be used for some positions that require special skills and/or training. The following are areas that will require Selective Certification:

1. Willingness to work in the Palmdale/Lancaster Area
2. Spanish Speaking

VACANCY INFORMATION: The resulting eligible register for this examination will be used to fill vacancies within the Department of Mental Health.

APPLICATION AND FILING INFORMATION: All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the Department is met and is subject to closure without prior notice.

We must receive your application by 5:00 pm, PST, on the last day of filing.

Additional documents may be sent to exams@dmh.lacounty.gov, please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, job title, beginning and end dates, description of work performed, total number of hours worked (full or part-time), and salary earned. Resumes showing training and experience may be attached to the Los Angeles County Application. All information and records are subject to verification.

Falsification of records can result in disqualification from the examination or termination of employment.

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID, E-MAIL AND PASSWORD: All applicants must file their application using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT:

HR Examinations Unit: (213) 972-7034

Nicholas Jordan, Exams Analyst
(213) 972-7047
najordan@dmh.lacounty.gov

ADA COORDINATOR PHONE: (213) 972-7034

TELETYPE PHONE: (800) 735-2922

CALIFORNIA RELAY SERVICES PHONES: (800) 735-2922

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests

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change. This can be done at any time.

whenever possible.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

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warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

COUNTY OF LOS ANGELES
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Position #b8103U
COMMUNITY WORKER
NJ

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

COMMUNITY WORKER Supplemental Questionnaire

* 1. Would you be willing to work in the Palmdale/Lancaster area?

- ☐ Yes
☐ No

* 2. Are you able to fluently speak Spanish?

- ☐ Yes
☐ No

* Required Question

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

ADULT SYSTEM OF CARE

SERVICE AREA 7 PROGRAM ADMINISTRATION (SA 7)

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

HEALTH PROGRAM ANALYST I

The Service Area 7 Administration (SA7) is seeking a qualified Health Program Analyst I position to provide quality assurance/quality improvement related technical support to directly-operated and contracted mental health service providers and provide leadership of the regional QIC meetings. The work schedule for this position can be either 5/40 or 9/80.

The HPAI position will assist the SA District Chief with administrative and programmatic support that includes the following duties:

- Manage the Quality Improvement/ Quality Assurance Activities for the Service Area.
- Provide technical support and coordinate the development of training materials related to Medi-Cal regulations and billing
- Develop protocols and procedures for tracking required surveys and program related outcomes.
- Supervise, plan and conduct internal control reviews of program and administrative operations to ensure compliance with State, Federal, and local statutory and administrative regulations.
- Advise program managers and budget staff on the status and availability of funds for their respective programs and on policy and procedures for budget requests.

Desirable Qualifications:

- Strong knowledge of Medi-Cal regulatory standards including experience in documenting and claiming for Medi-Cal funded mental health services;
- Knowledge of QA-related administrative activities including chart reviews, QA/QI committees, or providing QA/QI technical trainings and consultation;
- Experience in program monitoring related to DMH providers and outside vendors, including analyzing information related to the delivery and inputting of services, drafting recommendations and establishing corrective action plans;
- Knowledge of DMH contracting processes, which may include writing and reviewing Board letters, initiating contract amendments, preparing and processing Provider File Adjustment Requests, Service Request Forms, and/or Departmental Service Orders.

Interested candidates must currently hold the payroll title to the above position. Please submit resume and last two (2) Performance Evaluations via e-mail or fax by **April 20th, 2016**.

Ana M. Suarez, District Chief
Service Area 7 Administration
550 S. Vermont Ave., 3rd Floor
Los Angeles, CA 90020
E-mail: ASuarez@dmh.lacounty.gov
Fax: (213) 384-0729

AN EQUAL OPPORTUNITY EMPLOYER

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEMS OF CARE - SERVICE AREA 3 PROGRAM ADMINISTRATION
TRANSFER OPPORTUNITY
HEALTH PROGRAM ANALYST II

Service Area 3 Administration (SA3) is seeking a qualified Health Program Analyst II (HPAII) to serve as the Liaison between the SA 3 District Chief and Contract Monitors, and Countywide Bureaus, FSB, CDAD, Program and Age group leads, as well as other departments, regarding Directly operated and DMH Contracted Legal Entities' providers. The HPAII position will assist the SA District Chief with administrative and programmatic support that includes the following duties:

- Collect, evaluate, and synthesize data, draw conclusions, and formulate recommendations in connection with DMH contract requirements and Legal Entities (LEs)
- Investigate aspects of contracted agency operations such as financial capacity to provide services in compliance with contract, and contract management.
- Perform detailed review of budgets submitted by contract agencies to evaluate program designs and prepares written recommendations to management regarding impact on services based on findings
- Submits all necessary paperwork to establish a (LE) in accordance to contract and/or making changes/updating to DMH LE agreements
- Review of LE Negotiation Packages
- Reviews and makes recommendations on cash flow advances (CFA) and provisional rate request
- Performs shift analysis in accordance with LE Maximum contract allowed (MCA) and Delegated Authority limits.

Desirable Qualifications:

- Experience in program monitoring related to DMH providers including analyzing information related to the delivery and inputting of services
- Knowledge of DMH contracting processes, which may include writing and reviewing Board letters, initiating contract amendments, preparing and processing Provider File Adjustment Requests, Service Request Forms, and/or Departmental Service Orders.
- Strong multi-tasking and organizational skills.
- Strong verbal and written communication skills.
- Strong computer skills including ability to utilize Microsoft Word/Excel and online tracking systems.
- Ability and desire to work in positive and effective team

Interested applicants holding the payroll title of HPA II should submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards by **April 22, 2016** to:

Alfredo B. Larios, LCSW
(213) 739-5455
Fax: (213) 252-0237 E-mail: alarios@dmh.lacounty.gov
600 South Commonwealth Avenue, 6th Floor, Los Angeles, CA 90005

Currently the SA 3 Administration Team is located in the downtown area, but will be moving to the San Gabriel Valley within the next 12 months.

AN EQUAL OPPORTUNITY EMPLOYER



COUNTY OF LOS ANGELES
invites applications for the position of:

INFORMATION TECHNOLOGY SPECIALIST I / PROJECT MANAGEMENT

SALARY: \$8,949.18 - \$11,737.36 Monthly
\$107,390.16 - \$140,848.32 Annually

OPENING DATE: 04/07/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER: b2569D

TYPE OF RECRUITMENT: OPEN COMPETITIVE

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

FILING START DATE: 04/08/16 AT 8:00 A.M.

DEFINITION/STANDARDS:

Acts as a project manager or consultant in a technical and specialized field of information technology.

Positions allocable to this class act as a consultant to departmental management, or act as a technical project leader or specialist in a particular area of applications development, operating systems, information system analysis, or network systems. Incumbents possess extensive knowledge in a specialized field of information technology (IT) and apply advanced methodologies, principles, and concepts to coordinate major projects, analyze new or existing system issues, evaluate and recommend new products and technologies, and identify and resolve complex problems. Incumbents also utilize excellent written and oral communication skills to coordinate projects and activities among agency staff, outside vendors/contractors, and County managers.

ESSENTIAL JOB FUNCTIONS:

- Manages project managers and business analysts responsible for gathering and documenting user functional and nonfunctional requirements for major complex information systems. Applies project management methodology and project management tools in the execution of all information technology projects within the IT project portfolio.
- Manages day-to-day tasks and provides direction to team members performing work on projects. Regularly reviews project status, comparing budgeted to actual values and baseline schedules to actual work completed. Ensures that Project Plans are updated and signed off as needed. Makes changes to budgets and schedules, and makes recommendations as needed. Reviews the results of quality assurance reviews. Participates in the change control board to approve product/project

- changes. Reviews project risks and establish mitigation procedures
- Collaborates with the Project Management Office (PMO) Manager in the development of information Technology and PMO policies, standards & methods. This entails developing standardized practice management methodologies, processes and tool set(s) for effective project management across major projects in the enterprise.
- Collaborates with Department of Mental Health's (DMH) enterprise Architect and staff to ensure appropriate architectural domain planning and reviews are executed in the context of a project.
- Collaborates with DMH's Security Officer and staff to ensure appropriate security planning and reviews are executed in the context of a project.
- Coordinates computer software and hardware acquisition and implementation to coincide and best suit project execution.
- Reviews the work of consultants and vendors to ensure that contract work meets departmental technical requirements and is compatible with enterprise architecture and security standards.
- Acts as project manager or business analyst as needed for specialized and complex projects.
- Contributes to department strategic and long-range information systems plans.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Three (3) years of fulltime, paid experience, within the last four (4) years, at the level of Los Angeles County's class of Principal Application Developer**, Principal Information Systems Analyst***, or Principal Operating Systems Analyst****, Principal Network Systems Administrator*****. Two (2) years of which must have performed at the capacity of a project manager responsible for the acquisition or development and/or implementation of large business computer systems. Such experience must include management of application specification and design, database design, and applications programming or management of application specification, system selection and acquisition, systems implementation, systems and acceptance testing, user training, customer relations, future phase planning, project administration, review and evaluation of work products and resolution of technical data processing problems arising in connection with such project management.

LICENSE

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II- Light : Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION

**Experience at the level of Principal Application Developer in the County of Los Angeles is defined as performs highly specialized and complex information systems analysis and programming tasks and acts as technical expert for development or maintenance of one or more major systems.

***Experience at the level of Principal Information Systems Analyst in the County of Los Angeles is defined as performs highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development.

****Experience at the level of Principal Operating Systems Analyst in the County of Los Angeles is defined as provides technical leadership or supervision of work involving complex operating systems and associated software, hardware and servers, including midrange or mainframes hosting critical applications in a high availability environment.

*****Experience at the level of Principal Network Systems Administrator in the County of Los Angeles is defined as performs a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks.

DESIRABLE QUALIFICATIONS

- Graduation from an accredited college with a bachelor's degree* in Computer Science, Information Systems, Public Administration or Business Administration.
- Current Project Management Professional (PMP) certification from the Project Management Institute (PMI).
- Current Certified/Professional Scrum Master certificate.
- Current IT management/service management/governance certifications (e.g., ITIL, ISO20000, COBIT, Val IT, IT4IT).
- Experience working with Project Portfolio Management and Project Management software.
- Experience working with Service Management software.
- Experience supervising and coaching a team of project managers and analysts.
- Experience managing large complex information technology projects in a health care environment using a formal project management methodology.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

Part I: Qualifying evaluation of training and experience based upon application information and supplemental questions to assess Technical, Business Analysis and Project Management knowledge.

Applicants must achieve a 70% on Part I in order to advance to Part II.

Part II: An interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Applications will be processed on an as received basis and promulgated to the eligible register accordingly. The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete in this examination more than once in a twelve (12) month period.

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.

VACANCY INFORMATION

The eligible register for this examination will be used to fill a vacancy in the Department of Mental Health Chief Information Office Bureau.

APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing. Application filing may be suspended at any time without advance notice.

INSTRUCTIONS

Apply online by clicking on the "Apply" tab for this posting.

FOR

FILING

ONLINE

Applicants must complete and submit their online applications and upload required documents (e.g. Official Transcripts, Resume, Certificate, etc.,) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov within 15 calendar days from date of application submission. Indicate the Exam Title on the Subject line when sending required documents by email.

*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or within 15 calendar days of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Department Contact Name: Celia Yeung, Exams Analyst
Department Contact Phone: 213-972-7038 or 213-972-7034
Department Contact Email: exams@dmh.lacounty.gov

ADA Coordinator Phone: 213-972-7034

Teletype Phone: 800-735-2922

California Relay Services Phone: 800-735-2922

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles

COUNTY OF LOS ANGELES
Employment Information

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the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise

employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of

COUNTY OF LOS ANGELES
Employment Information

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stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for

which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**COUNTY OF LOS ANGELES
Employment Information**

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any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #b2569D
INFORMATION TECHNOLOGY SPECIALIST I / PROJECT MANAGEMENT
CY

**INFORMATION TECHNOLOGY SPECIALIST I / PROJECT MANAGEMENT Supplemental
Questionnaire**

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to

verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.

☐ Yes

- * 2. Do you have three (3) years of fulltime, paid experience, within the last four (4) years, at the level of Los Angeles County's class of Principal Application Developer**, Principal Information Systems Analyst***, or Principal Operating Systems Analyst****, Principal Network Systems Administrator*****. Two (2) years of which must have performed at the capacity of a project manager responsible for the acquisition or development and/or implementation of large business computer systems. Such experience must include management of application specification and design, database design, and applications programming or management of application specification, system selection and acquisition, systems implementation, systems and acceptance testing, user training, customer relations, future phase planning, project administration, review and evaluation of work products and resolution of technical data processing problems arising in connection with such project management.

**Experience at the level of Principal Application Developer in the County of Los Angeles is defined as performs highly specialized and complex information systems analysis and programming tasks and acts as technical expert for development or maintenance of one or more major systems.

***Experience at the level of Principal Information Systems Analyst in the County of Los Angeles is defined as performs highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development.

****Experience at the level of Principal Operating Systems Analyst in the County of Los Angeles is defined as provides technical leadership or supervision of work involving complex operating systems and associated software, hardware and servers, including midrange or mainframes hosting critical applications in a high availability environment.

*****Experience at the level of Principal Network Systems Administrator in the County of Los Angeles is defined as performs a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks.

☐ Yes

☐ No

- * 3. If you answered "Yes" to the preceding question #2, please describe your experience performing or leading specialized and complex information systems analysis and/or design tasks.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

•EMPLOYER/COUNTY DEPARTMENT UNIT

•PAYROLL TITLE

•MONTHLY SALARY

•COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)

•NUMBER OF HOURS WORKED PER WEEK

•SUPERVISOR/CONTACT NAME AND TITLE

•SUPERVISOR/PHONE AND EMAIL

- PROJECT NAME
- SIZE OF POPULATION SERVED (NUMBER OF USERS)
- HEALTH CARE ENVIRONMENT (Y/N)
- SPECIFIC DUTIES PERFORMED

- * 4. Describe your experience performing at the capacity of a project manager responsible for the acquisition or development and/or implementation of large business computer systems.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- MONTHLY SALARY
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- SUPERVISOR/CONTACT NAME AND TITLE
- SUPERVISOR/PHONE AND EMAIL
- PROJECT NAME
- SIZE OF POPULATION SERVED (NUMBER OF USERS)
- HEALTH CARE ENVIRONMENT (Y/N)
- SPECIFIC DUTIES PERFORMED

- * 5. Describe your experience managing large complex Information Technology (IT) projects using a formal project management methodology

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- MONTHLY SALARY
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- SUPERVISOR/CONTACT NAME AND TITLE

- SUPERVISOR/PHONE AND EMAIL
- PROJECT NAME
- SIZE OF POPULATION SERVED (NUMBER OF USERS)
- HEALTH CARE ENVIRONMENT (Y/N)
- SPECIFIC DUTIES PERFORMED

- * 6. Describe your experience supervising and coaching a team of project managers and analysts.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- MONTHLY SALARY
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- SUPERVISOR/CONTACT NAME AND TITLE
- SUPERVISOR/PHONE AND EMAIL
- NUMBER OF STAFF YOU SUPERVISED AND COACHED
- SPECIFIC SUPERVISION AND COACHING DUTIES PERFORMED

- * 7. Describe your experience working with Project Portfolio Management (PPM) and Project Management (PM) software.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- MONTHLY SALARY
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- SUPERVISOR/CONTACT NAME AND TITLE
- SUPERVISOR/PHONE AND EMAIL
- PPM and/or PM SOFTWARE USED

- SPECIFIC DUTIES PERFORMED

- * 8. Describe your experience working with Service Management software.

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete. p>

- EMPLOYER/COUNTY DEPARTMENT UNIT

- PAYROLL TITLE

- MONTHLY SALARY

- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)

- NUMBER OF HOURS WORKED PER WEEK

- SUPERVISOR/CONTACT NAME AND TITLE

- SUPERVISOR/PHONE AND EMAIL

- IDENTIFY SPECIFIC SERVICE MANAGEMENT SOFTWARE USED

- DESCRIBE EXPERIENCE USING SPECIFIC SERVICE MANAGMENT SOFTWARE

- * 9. Describe your formal project management training and list current certification(s) by providing the following information. **In order to receive credit for completion of a certificate, you must include a legible copy with your application at the time of filing or within 15 calendar days of filing.**

Credit will not be given if required information for evaluation is incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT

- PAYROLL TITLE

- MONTHLY SALARY

- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)

- NUMBER OF HOURS WORKED PER WEEK

- SUPERVISOR/CONTACT NAME AND TITLE

- SUPERVISOR/PHONE AND EMAIL

- DESCRIBE FORMAL PROJECT MANAGEMENT TRAINING RECEIVED

- CERTIFICATION NAME (e.g. PMP, Agile/Scrum)

- CERTIFICATION NUMBER (e.g. PMI #)

- * 10. Describe your formal IT service management training and list current certification(s) (e.g., ITIL, ISO20000, COBIT, Val IT, IT4IT). **In order to receive credit for completion of a certificate, you must include a legible copy with your application at the time of filing or within 15 calendar days of filing.**

Each response must include the following information. Credit will not be given if required information for evaluation is incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- MONTHLY SALARY
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- SUPERVISOR/CONTACT NAME AND TITLE
- SUPERVISOR/PHONE AND EMAIL
- DESCRIBE FORMAL IT SERVICE MANAGEMENT TRAINING RECEIVED
- CERTIFICATION NUMBER
- CERTIFICATION DATE (MM/DD/YY)

- * 11. Do you have a bachelor's degree or higher in Computer Science, information Systems, Public Administration or Business Administration?

- ☐ Yes
☐ No

- * 12. If you answered "Yes" to the preceding question #11, please provide the following information:

NAME OF DEGREE

DATE OF GRADUATION (MM/DD/YY)

NAME OF UNIVERSITY

In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or within 15 calendar days of filing.

- * Required Question

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

SERVICE AREA 6

SPECIALIZED FOSTER CARE PROGRAM

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

MENTAL HEALTH COUNSELOR, RN

Specialized Foster Care in Service Area 6 is seeking a qualified Mental Health Counselor, RN to provide quality assurance/quality improvement related activities for the SFC Programs located at the Wateridge, Vermont Corridor and Figueroa co-located programs.

The position will assist the Program Head with administrative and programmatic support that includes the following duties:

- Coordinate the Quality Improvement/ Quality Assurance Activities for the program.
- Provide technical support to staff and coordinate the development of training materials related to Medi-Cal regulations and billing.
- Develop protocols and procedures for tracking required surveys and program related outcomes.
- Collaborate with the Program Head to plan and conduct internal control reviews of program and administrative operations to ensure compliance with State, Federal, and local statutory and administrative regulations.
- Attend Service Area 6 QIC meetings and participate on IBHIS related calls.

Desirable Qualifications:

- Strong knowledge of Medi-Cal regulatory standards including experience in documenting and claiming for Medi-Cal funded mental health services.
- Knowledge of QA-related administrative activities including chart reviews, QA/QI committees, or providing QA/QI technical support and consultation.
- Experience in program monitoring related to DMH directly operated programs including analyzing information related to the delivery of services, drafting recommendations and establishing corrective action plans.

Interested candidates must currently hold the payroll title to the above position. Please submit resume and last two (2) Performance Evaluations via e-mail by **April 22nd, 2016**.

Angela M. Shields, Ph.D.
Specialized Foster Care Programs:Vermont,Wateridge,Figueroa
10421 S. Figueroa Street
Los Angeles, CA 90003
E-mail: ashields@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
AUGUSTUS F HAWKINS FAMILY MENTAL HEALTH CENTER – SERVICE AREA 6**

**TRANSFER OPPORTUNITY
PATIENT RESOURCE WORKER, BI-LINGUAL SPANISH SPEAKING ONLY**

Augustus F. Hawkins Family Mental Health Center is seeking a highly motivated and experienced individual to fill our Patient Resource Worker vacancy.

ESSENTIAL JOB FUNCTIONS:

- Interview clients to assess financial benefits and resources.
- Refers clients to government and social service agencies as needed.
- Completes the Payor Financial Information (PFI) form for each client to determine their ability to pay under the Uniform Method of Determining Ability to Pay (UMDAP) sliding scale system.
- Updates Monthly UMDAP Re-Evaluation Reports in IBHIS.
- Enters and updates various data screens into the Integrated Behavioral Health Information System (IBHIS)
- Maintains updated financial folders for clients in the Children and Adult Outpatient Program
- Runs 270 Real Time Report and determines patient's insurance eligibility status in regard to Medi-Cal, Medicare, or other third party insurance
- Responds to daily financial inquiries by clinical staff
- Makes referrals and links clients to Mental Health Advocacy Services
- Assists with clients making cash payments

DESIRABLE QUALIFICATIONS:

- Enthusiastic team player
- Committed to excellence in customer service
- Bi-Lingual in Spanish language
- Strong verbal and written communication skills
- Exceptional interpersonal skills and ability to communicate effectively with departmental staff, community agencies, and the public
- Ability to prioritize multiple assignments and meet deadlines
- Skills needed to work independently and follow through on instructions
- Adaptability in regard to new and evolving program needs and work duties

Interested individuals who currently hold the payroll title of Patient Resource Worker should email: Detailed resume, last two (2) Performance Evaluations, and last two (2) years of master time sheets by April 22, 2016 to:

Ann Marie O'Keefe, PhD, Program Manager II
Augustus F. Hawkins Family Mental Health Center – Service Area 6
1720 E. 120th Street
Los Angeles, CA 90059
PHONE: (310) 668-4803
FAX: (310) 668-3452
aokeefe@dmh.lacounty.gov

***THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
AN EQUAL OPPORTUNITY EMPLOYER***

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH

VACANCY NOTICE FOR
BILINGUAL SPANISH SPEAKING PSYCHIATRIC SOCIAL WORKER II OR
BILINGUAL MENTAL HEALTH CLINICIAN II



The DMH/DHS Collaboration Team has an opening!

Are you a clinician interested in spending their work day doing more clinical work than case management? Would you like to carry a manageable caseload? Do you want to be part of a team that is on the forefront of Integrated Care? The DMH/DHS Healthcare Collaboration Program is looking for an energetic and enthusiastic, bilingual PSW II/MHC II to join our team. The Collaboration involves full time co-location of DMH staff in Department of Health Services (DHS) healthcare facilities. The PSW II/MHC IIs provide short-term evidence-based interventions to adult and older adult individuals experiencing the onset of mental health symptoms or situational crises.

Desirable qualifications include:

- Experience providing short-term therapeutic services using evidence based practices to adults and older adults.
- Excellent interpersonal skills and ability to work effectively with multidisciplinary DMH and DHS staff.
- Timely with documentation and organized.
- Flexible, adaptable, and interested in working in a medical service setting.
- Familiar with IS/IBHIS.

DHS Facility: Martin Luther King, Junior Outpatient Center
1670 E. 120th Street, Los Angeles

If you are currently occupying a PSWII or MHC II position, are bilingual in Spanish, and are interested, please fax your resume, Performance Evaluations and master time cards for the last two years to the attention of Gabriella Guaran at (213) 381-5497 or email: aguaranordonez@dmh.lacounty.gov.

♦♦ **Please respond no later than 4/29/16** ♦♦

For more information, please contact the supervisor:

Stacy Ma Du Bois, LCSW

T: 213-639-6744

Email: smadubois@dmh.lacounty.gov



POSITION TITLE: SYSTEMS & NETWORKS ADMINISTRATOR III
(VIRTUALIZATION & STORAGE)

SALARY: \$6,431.82 - \$8,667.18 Monthly

OPENING DATE: 04/12/2016

CLOSING DATE: Continuous

EXAM: R9864C

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.
Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified, and highly-motivated individuals to fill the position of Systems and Networks Administrator III in the area of Virtualization and Storage.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities, and 118 law enforcement agencies countywide.

The Systems & Networks Administrator III is the advanced journey-level classification in the professional systems and networks class series. The Systems & Networks Administrator III has overall responsibility for administration of an assigned network or platform operating system, including installing, configuring, testing, maintaining and troubleshooting operations of Court computing platforms and network operating systems, hubs, routers and other devices, ensuring reliable operations, connectivity and functionality and e-commerce access in order to provide efficient, reliable, high performance systems and support to meet Court objectives. Work requires advanced professional knowledge of the design, configuration, and administration of virtualization and storage area network infrastructure, as well as strong business relationship management competencies and project leadership and management skills. For a detailed job description, please click [here](#).

SELECTION REQUIREMENTS:

To qualify, you must meet one of the following options upon the final filing date of this bulletin:

OPTION I: Two years of experience in virtualization and storage area network infrastructure at the level* of Systems and Networks Administrator II working for the Los Angeles Superior Court or County of Los Angeles.

OPTION II: Graduation from an accredited four-year college or university with a major** in computer science, management information systems or a closely related field **-AND-** Five (5) years of progressively responsible experience in the design, configuration, and administration of virtualization and storage area network infrastructure in an information systems environment similar in size and complexity to that of the Court.

***Experience at the level** of Los Angeles Superior Court's Systems and Networks Administrator II is defined as performing work in a comparable class with the same level of responsibility, and requiring the same knowledge, skills, and abilities in the area of virtualization and storage area network infrastructure.

Applicants who are not Court employees must demonstrate on their application materials that they are performing at the designated level.

Note: Credit for experience is given based on a 40-hour workweek. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for overtime.

No out-of-class experience will be accepted.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

- A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- ****Degree Verification:** A legible copy of your certification and/or college diploma -OR- official transcripts with the degree posted from the college or university must be submitted within ten business days from the date your online application was filed. Otherwise, your application materials will be deemed incomplete and rejected accordingly.

Documentation may be submitted as follows:

- As an attachment to your on-line application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012.

Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails, or postmarks.

For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, www.chea.org/search, or <http://whed.net/home.php>. Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit www.naces.org or <http://aice.dharman.net>. Foreign studies submitted without acceptable evaluation will be deemed incomplete and rejected accordingly.

DESIRABLE QUALIFICATIONS:

The ideal candidate will possess the following desirable qualifications:

- An advanced college degree in Information Systems, Information Technology, Computer Science or a closely related field.
- Experience with EMC Storage, EMC Data Domain, EMC RecoverPoint, EMC Avamar, Pure Storage, or Brocade backup technologies.
- Experience with UCS, VMWare, Hyper-V or Xen desk-top virtualization platforms.

EXAMINATION INFORMATION:

Evaluation of education, training and experience based upon submitted application materials, desirable qualifications, and supplemental questionnaire, weighted 100%. The applicants with the highest qualifications as determined by this evaluation process will be placed on the eligible list.

APPLICATION and FILING INFORMATION:

Application may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be e-mailed to mpenate@lacourt.org.

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination phase(s) will be placed on an eligible list good for one year and other vacancies may be filled using this list.



Exam #R9864C Systems and Networks Administrator III

Applications may be submitted online at www.lacourt.org
OR via the HR computer kiosk at
Los Angeles Superior Court
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012



Systems & Networks Administrator III Supplemental Questionnaire

*** 1. SELF ASSESSMENT INSTRUCTIONS FOR QUESTIONS # 2 - 15:**

Choose the statement from the options listed that best describes your training and experience. Answer the questions as truthfully and accurately as possible. Your application materials **must** support the response you select as it may be used to verify your answers. If after reviewing your application materials, a determination is made that you have overstated your experience and your self-rating is not supported, your application may be rated lower and/or may be removed from further consideration.

To receive credit, you must provide all required information and supporting documentation (e.g., official transcript or copy of diploma, duty assignment and supervisor contact information). It is your responsibility to provide verifiable contact information for any organization that supports your experience. **You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview.**

☐ Please check the box to indicate you have read and understood the instructions

- * 2. Which of the following best describes your highest level of education COMPLETED?

- ☐ Advanced college/university degree in computer science, Information Systems or a closely related field.
- ☐ Bachelor's Degree in computer science, Information Systems or a closely related field.
- ☐ Associate's Degree in computer science, Information Systems or a closely related field.
- ☐ None of the above

- * 3. If you have a closely related degree, please indicate your area of specialization for your Bachelor degree: (Write N/A, if Not Applicable):

- * 4. Which of the following options best describes your qualifications?

- ☐ OPTION I: Two years of experience in virtualization and storage area network infrastructure at the level* of Systems and Networks Administrator II working for the Los Angeles Superior Court or County of Los Angeles.
- ☐ OPTION II: Graduation from an accredited four-year college or university with a major** in computer science, management information systems or a closely related field -AND- Five (5) years of progressively responsible experience in the design, configuration, and administration of virtualization and storage area network infrastructure in an information systems environment similar in size and complexity to that of the Court.
- ☐ None of the above

- * 5. **EXPERIENCE WITH STORAGE AREA NETWORK**

Design, configure and maintain storage area networks to ensure availability, accessibility and data integrity for multiple systems:

- ☐ I have not had education, training or experience in performing this task.
- ☐ I have had education or training in performing this task, but have not yet performed it on the job.
- ☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ I have performed this task on the job independently, but only occasionally.
- ☐ I have performed this task as a regular part of a job. I have performed it independently and normally with minimal review by a supervisor or senior employee.
- ☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

- * 6. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

- * 7. Experience using EMC infrastructure technology to design, configure and maintain storage area networks:

- ☐ I have not had education, training or experience in performing this task.
- ☐ I have had education or training in performing this task, but have not yet performed it on the job.
- ☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ I have performed this task on the job independently, but only occasionally.
- ☐ I have performed this task as a regular part of a job. I have performed it independently and normally with minimal review by a supervisor or senior employee.
- ☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

- * 8. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

- * 9. Experience using EMC Data Domain infrastructure technology to design, configure and maintain storage area networks:

- ☐ I have not had education, training or experience in performing this task.
- ☐ I have had education or training in performing this task, but have not yet performed it on the job.
- ☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ I have performed this task on the job independently, but only occasionally.

☐ I have performed this task as a regular part of a job. I have performed it independently and normally with minimal review by a supervisor or senior employee.

☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

* 10. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

* 11. Experience using Pure Storage infrastructure technology to design, configure and maintain storage area networks:

☐ I have not had education, training or experience in performing this task.

☐ I have had education or training in performing this task, but have not yet performed it on the job.

☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ I have performed this task on the job independently, but only occasionally.

☐ I have performed this task as a regular part of a job. I have performed it independently and normally with minimal review by a supervisor or senior employee.

☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

* 12. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

* 13. Experience using Brocade infrastructure technology to design, configure and maintain storage area networks:

☐ I have not had education, training or experience in performing this task.

☐ I have had education or training in performing this task, but have not yet performed it on the job.

☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ I have performed this task on the job independently, but only occasionally.

☐ I have performed this task as a regular part of a job. I have performed it independently and normally with minimal review by a supervisor or senior employee.

☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

* 14. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

* 15. **EXPERIENCE WITH VIRTUALIZATION TECHNOLOGY**

Design, configure, and maintain server and desk-top virtualization platforms to support multiple systems:

☐ I have not had education, training or experience in performing this task.

☐ I have had education or training in performing this task, but have not yet performed it on the job.

☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ I have performed this task on the job independently, but only occasionally.

☐ I have performed this task as a regular part of a job. I have performed it independently and normally with minimal review by a supervisor or senior employee.

☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

* 16. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

* 17. Experience using UCS infrastructure technology to design, configure and maintain server and desk-top virtualization platforms:

☐ I have not had education, training or experience in performing this task.

☐ I have had education or training in performing this task, but have not yet performed it on the job.

☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ I have performed this task on the job independently, but only occasionally.

☐ I have performed this task as a regular part of a job. I have performed it independently and normally with minimal review by a supervisor or senior employee.

☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

* 18. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

* 19. Experience using VMWare infrastructure technology to design, configure and maintain server and desk-top virtualization platforms:

☐ I have not had education, training or experience in performing this task.

☐ I have had education or training in performing this task, but have not yet performed it on the job.

☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ I have performed this task on the job independently, but only occasionally.

☐ I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

* 20. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

* 21. Experience using Hyper-V infrastructure technology to design, configure and maintain server and desk-top virtualization platforms:

☐ I have not had education, training or experience in performing this task.

☐ I have had education or training in performing this task, but have not yet performed it on the job.

☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ I have performed this task on the job independently, but only occasionally.

☐ I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

* 22. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

* 23. Experience using Xen infrastructure technology to design, configure and maintain server and desk-top virtualization platforms:

☐ I have not had education, training or experience in performing this task.

☐ I have had education or training in performing this task, but have not yet performed it on the job.

☐ I have performed parts of this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ I have performed this task on the job independently, but only occasionally.

☐ I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

* 24. Please support your response to the previous question. If not applicable, indicate NA. **Use the following format:**

- Name of the organization
- Dates of employment
- Name of Supervisor
- Supervisor Direct Telephone Number
- Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY and/or training that supports your response. **Limit response to 150 words.**

* Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH SYSTEM OF CARE BUREAU**

TRANSITION AGE YOUTH DIVISION

TRANSFER OPPORTUNITY

SENIOR TYPIST CLERK

The Transition Age Youth (TAY) Division is seeking a highly motivated, self-directed, committed individual to fill a full-time vacant position as a Senior Typist Clerk (STC) at their Headquarters (HQ) site in Los Angeles.

ESSENTIAL JOB DUTIES:

- Supervises a team of clerical staff responsible for data entry in support of field based Mental Health Program staff.
- Prepares performance evaluations for all subordinate clerical support staff.
- Maintains required tracking and authorization files for TAY.
- Participates in all required trainings to develop expertise in Integrated Behavioral Health Information System (IBHIS) as a trained “Super User”, and assists subordinate staff as needed to adequately complete their duties and responsibilities.
- Oversees the completion of “unbilled” and “denied” claims reports to assure the maximum possible generation of revenue for the unit and the Department.
- Prepares regular reports to Program Manager II on workload, safety concerns, facility inspection, and files Security Incident & Non-clinical Incident Reports when required.
- Analyzes and makes recommendations on organizational problems or work procedures within the unit and may also be responsible for the implementation and/or the oversight of those changes.
- Participates and assists the Program Manager II in the recruitment, selection, and placement of qualified support staff employees.
- Timekeeping duties, such as eCAPS, ROTO’s, mileage, or other related items and/or request from each staff

DESIRABLE QUALIFICATIONS:

- Excellent organizational and interpersonal skills.
- Excellent oral and written communications skills.
- Ability to prioritize multiple tasks.
- Experience within the Department of Mental Health

Interested individuals, who currently hold title of STC, please fax a detailed resume, last two (2) Performance Evaluations, and last two (2) years of your Master Time records, by **April 11, 2016** to:

Belen Fuller, Program Head
Attn: Cherilyn Cody
550 S. Vermont Ave., 4th Floor
Los Angeles, CA 90020
Fax: (213) 487-0764
E-mail: ccody@dmh.lacounty.gov